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PROCEDURES FOR MAKING A SAP REFERRAL

- I. Phone contact should be made by the employee or DER to SAP Referral Services, LLC (SRS) at 855-400-0660 (toll free).
- II. A face to face initial evaluation will be scheduled within 72 business hours with a SAP in the employees preferred area.
- III. A DOT compliant SAP report outlining the recommendations for treatment or education and identifying program resources will be forwarded to the DER within 72 business hours of the evaluation.
- IV. The employee will be monitored for program compliance and any non-compliant issues will be reported to the DER immediately.
- V. Upon compliance to the SAP's recommended program, the employee will undergo a face to face follow-up evaluation.
- VI. Within 72 business hours, the SAP will produce a follow-up report. This report will include recommendations for a RTD (return-to-duty) drug/alcohol test; aftercare (if applicable) and an outline of DOT required follow-up random testing.
- VII. Upon receipt of a negative RTD test, the employee is eligible to resume safety-sensitive duties at the discretion of the employer.